

Montgomery County

Office 365 Migration

Message for Office 2007, 2010 and 2013 users

As you have determined that you are in this group it is important that you read this message about your migration experience.

The County migration to Office 365 consists of two major groups

- Those currently using Office 2003 software
- Those currently using Office 2007, 2010 or 2013 software

The transition from Office 2003 to Office 365 is a major one as those staff will have a very different interface OWA 2013 to use. The majority of the training is focused to support this transition, but is general purpose enough that you can use it if to desire to go to OWA 2013.

However for those of you using Office 2007, 2010 or 2013 software the transition will be minimal. You can still use your desktop applications and that the only change is that their apps will point to the cloud. BUT you have the option to use web based versions.

For all who are migrated there are four considerations during migration.

1. Mail box move (messages, calendar items, contacts and tasks)
2. PST file handling
3. Public Folders reimplementation
4. Mobile devices

Mail box move

As you are using the newer Microsoft products the migration to Office 365 is seamless. For example, when you have been migrated, you sign back into your desktop agent and you will be connected to the Office 365 mail store (now in the cloud). Everything else will be the same. Your PSTs will be still attached and you will have access to all of the basic elements you had before.

There are a couple of small differences to note;

- a) When you launch you Outlook desktop application there may be a small delay as it needs to synchronize the email messages to the desktop.
- b) You will not be able to work with Public Folders until their contents has been moved to Office 365.

- c) If you had shared mailboxes before the migration those shares will be broken unless all the mailboxes that are shared are migrated to office 365

Public Storage Folders (PST) management

PSTs initially are still in the old infrastructure either on servers somewhere in the County, or on computer desktops. Either way they need to be migrated to the Office 365 environment. This is important for two reasons.

- 1) One they can be shared more effectively where wherever you are by whichever version of Outlook (desktop, OWA) you are using
- 2) Un-migrated PST's will be deleted when the old infrastructure is decommissioned

Moving PSTs

To move your PSTs they first need to be attached to you desktop using the regular data management capabilities of your version of Outlook. Once the PST is connected, you would create a folder in your Office 365 mailbox. You would then COPY the files in the same way you do today. It is important to Copy the files in case something goes wrong during the transfer. As the PST files and sub-files move you will see the information update. Once completed that PST is no longer needed as all of its data is now in Office 365 and can be deleted.

Note: Due to the size of the PST this may take time during which other Outlook functions are not available. You may want to do the moves early or late in the day or during times when you do not need Outlook such as while you attend meetings.

Mobile devices

To reattach your mobile devices (either provided by the County or your personal once you would go to the Office 365 Web site and take the link to the mobile device self-help capability. At this location you will see directs for each type of device and its associated reset process.

[\(Office 365 Migration – Mobile device self-service site\)](#)

Public Folder Re-implementation

Office 365 does not work with Public Folders in the same way as the desktop versions do. The data type and there uses vary but in the Office 365 environment they need to be re-implemented using that technology.

Any Public Folders moved during migration will arrive in a “As Is” condition and whatever data is in them will be in the same form as it was before it was moved. All specific permissions are not retained during migration but migrated Public Folders will be set up as general access and with the local Department IT able to modify the permissions

Once migrated, the Public Folders can be attached to be viewable within Office 365 OWA 2013. Please see the instructions for:

[Attaching Public Folders to OWA](#)

Please work with your local Department IT regarding this. To determine who your local onsite contact is please refer to

[\(Office 365 Migration – IT Onsite contacts\)](#)

OWA 2013

OWA 2013 is a new improved version of OWA within the Office 365. Staff members who are currently on 2003 are required to use this new web based version of Outlook. Staff members who are currently being migrated from 2007 or higher can still use their desktop application, but may use the new OWA as an additional method to get access to your data from anywhere.

To use it you go the Office 365 transition web site and copy the link. Once you go to the link logon is covered in any OWA tutorial. Once signed in you have access to all data in Office 365, including PST data that has been moved.

[\(Take me to OWA 2013\)](#)